

WE CLAIM:

1. A method for viewing and managing collaboration data from within the context of a shared electronic document, the method comprising:  
displaying a document editing pane for editing the shared document; and  
displaying a collaboration pane adjacent to the document editing pane, the collaboration pane operative to display the collaboration data.
2. The method of Claim 1, wherein the collaboration data comprises the identities of one or more collaborators, and wherein the collaboration pane comprises a user interface element which, when selected, causes the identities of the one or more collaborators to be displayed.
3. The method of Claim 2, wherein a network status is displayed in the collaboration pane for each of the one or more collaborators.
4. The method of Claim 3, further comprising:  
receiving the selection of the displayed identity for a one of the one or more collaborators;  
in response to receiving the selection, displaying one or more actions that may be performed with respect to the selected identity;  
receiving a selection of a one of the one or more actions; and  
performing the selected action.
5. The method of Claim 4, wherein a one of the one or more actions comprises scheduling an appointment on a calendar related to the selected identity.
6. The method of Claim 4, wherein a one of the one or more actions comprises placing a telephone call to a number associated with the selected identity.

7. The method of Claim 4, wherein a one of the one or more actions comprises sending an electronic mail message to an address associated with the selected entity.

8. The method of Claim 4, wherein a one of the one or more actions comprises initiating an instant messaging session with the selected identity.

9. The method of Claim 4, wherein a one of the one or more actions comprises editing information associated with the selected identity.

10. The method of Claim 4, wherein a one of the one or more actions comprises removing authorization to access a collaboration group related to the collaboration data for the selected identity.

11. The method of Claim 4, wherein a one of the one or more actions comprises adding the selected identity to a contacts list.

12. The method of Claim 4, wherein a one of the one or more actions comprises viewing properties associated with the selected identity.

13. A computer-readable medium having computer-executable instructions stored thereon which, when executed by a computer, cause the computer to perform the method of Claim 1.

14. A computer-controlled apparatus capable of performing the method of Claim 1.

15. A method for viewing and managing collaboration data from within the context of a shared electronic document, the method comprising:  
providing a first user interface pane for editing the shared electronic document;

providing a second user interface pane in conjunction with the first user interface pane for viewing and managing the collaboration data, the second user interface pane comprising a first user interface object which, when selected, will cause a description of one or more tasks to be displayed.

16. The method of Claim 15, further comprising  
receiving the selection of the displayed description for a one of the one or more tasks;

in response to receiving the selection, displaying one or more actions that may be performed with respect to the selected task;

receiving a selection of a one of the one or more actions; and  
performing the selected action.

17. The method of Claim 16, wherein a one of the one or more actions comprises deleting the selected task.

18. The method of Claim 17, wherein a one of the one or more actions comprises marking the selected task as completed.

19. The method of Claim 18, wherein the second user interface pane further comprises a second user interface object which, when selected, will cause a new task to be created.

20. The method of Claim 19, wherein the second user interface pane further comprises a second user interface object which, when selected, will cause a reminder message to be generated for a one of the one or more tasks.

21. A method for viewing and managing collaboration data from within the context of a shared electronic document, the method comprising:

providing a first user interface pane for editing the shared electronic document;

providing a second user interface pane displayed in conjunction with the first user interface for viewing and managing the collaboration data, the second user interface pane comprising a first user interface object which, when selected, will cause a description of one or more tasks to be displayed.

22. A computer-readable medium having computer-executable instructions stored thereon which, when executed by a computer, cause the computer to perform the method of Claim 15.

23. A computer-controlled apparatus capable of performing the method of Claim 15.

24. A method for viewing and managing collaboration data from within the context of a shared electronic document, the method comprising:

providing a first user interface pane for editing the shared electronic document;

providing a second user interface pane adjacent to the first user interface for viewing and managing the collaboration data, the second user interface pane comprising a first user interface object which, when selected, will cause a description of one or more additional shared documents to be displayed.

25. The method of Claim 24, further comprising  
receiving the selection of the displayed description for a one of the one or more additional shared documents;

in response to receiving the selection, displaying one or more actions that may be performed with respect to the selected document;

receiving a selection of a one of the one or more actions; and

performing the selected action.

26. The method of Claim 25, wherein a one of the one or more actions comprises deleting the selected document.

27. The method of Claim 26, wherein a one of the one or more actions comprises setting an alert that will cause a notification to be provided in the event the selected document is modified.

28. The method of Claim 27, wherein the second user interface pane further comprises a second user interface object which, when selected, will cause a new document to be added.

29. A computer-readable medium having computer-executable instructions stored thereon which, when executed by a computer, cause the computer to perform the method of Claim 24.

30. A computer-controlled apparatus capable of performing the method of Claim 24.

31. A method for viewing and managing collaboration data from within the context of a shared electronic document, the method comprising:

- providing a first user interface pane for editing the shared electronic document;
- providing a second user interface pane adjacent to the first user interface for viewing and managing the collaboration data, the second user interface pane comprising a first user interface object which, when selected, will cause one or more links to be displayed.

32. The method of Claim 31, further comprising

- receiving the selection a one of the one or more links as a selected link;
- in response to receiving the selection, opening a web browser application program and directing the web browser application program to a network address specified by the selected link.

33. A method for viewing and managing collaboration data from within the context of a shared electronic document, the method comprising:

providing a first user interface pane for editing the shared electronic document;  
providing a second user interface pane adjacent to the first user interface for viewing and managing the collaboration data, the second user interface pane comprising a first user interface object which, when selected, will cause an identity for each of one or more collaborators on the shared electronic document to be displayed in the second user interface pane.

34. The method of Claim 33, wherein the collaboration data comprises one or more tasks, and wherein the second user interface pane further comprises a second user interface object which, when selected, will cause the one or more tasks to be displayed in the second user interface pane.

35. The method of Claim 34, wherein the collaboration data comprises the identities of one or more documents, and wherein the second user interface pane further comprises a third user interface object which, when selected, will cause the identities of the one or more documents to be displayed in the second user interface pane.

36. The method of Claim 35, wherein the collaboration data comprises one or more links, and wherein the second user interface pane further comprises a fourth user interface object which, when selected, will cause the one or more links to be displayed in the second user interface pane.

37. The method of Claim 36, wherein the collaboration data comprises document information associated with the shared electronic document, and wherein the second user interface pane further comprises a fifth user interface object which, when selected, will cause the document information to be displayed in the second user interface pane.

38. The method of Claim 37, further comprising periodically updating the collaboration data.

39. A computer-readable medium having computer-executable instructions stored thereon which, when executed by a computer, cause the computer to perform the method of Claim 34.

40. A computer-controlled apparatus capable of performing the method of Claim 34.